BRAILLE AUTHORITY OF NORTH AMERICA
FALL MEETING
FRIDAY, OCTOBER 20, 2006, 9:00 AM-5:00 PM
SATURDAY, OCTOBER 21, 2006, 9:00 AM-5:00 PM
SUNDAY, OCTOBER 22, 2006, 9:00 AM-1:00 PM

Hosted by
National Library Service for the Blind and Physically Handicapped
Washington, DC

MINUTES

1 Call To Order ..... Kim Charlson

Kim Charlson called the meeting to order at 9:15 AM.

2 Welcome ..... Judith Dixon

Judy Dixon welcomed everyone to the DC metropolitan area on behalf of NLS.

3 Seating of BANA Members and New Representatives:
AER, ASB, CTEVH, NLS ..... Kim Charlson

The following representatives were reappointed to serve on BANA through 2009 by their respective agencies:

Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
Mary (May) Davis, Associated Services For The Blind (ASB)
Judith Dixon, National Library Service For The Blind And Physically Handicapped (NLS)
Sue Reilly, California Transcribers And Educators Of The Visually Handicapped

4 Self-Introductions ..... Representatives and Observers

BANA representatives:
Kim Charlson, American Council of the Blind (ACB), Chair
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
Betsy Burnham, American Printing House for the Blind (APH)
Mary (May) Davis, Associated Services for the Blind (ASB)
Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
Bonnie Grimm, Braille Institute of America (BIA)
Darleen Bogart, CNIB (Canadian National Institute for the Blind)

Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH), Treasurer
Pam Boss, Clovernook Center for the Blind and Visually Impaired (CCBVI)
Mary Archer, National Braille Association (NBA), Vice Chair
Eileen Curran, National Braille Press (NBP)
Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
Judith (Judy) Dixon, National Library Service for the Blind and Physically Handicapped (NLS)

Observer: Barbara King

5 Meeting Arrangements ..... Judy Dixon

Judy reported on meeting logistics. A special lunch will be provided for BANA board members by NLS in the Montpelier room on the 6th floor. Frank Kurt Cylke, Director of NLS, Carolyn Sung, chief of the Network Division, and Michael Katzmann, acting chief of the Materials Development Division, will be joining us for lunch.

6 Board's Liability Statement..... Jennifer Dunnam

Jennifer read the following indemnification statement:

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorney's fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval ..... Kim Charlson

MSC Pam Boss moved that the agenda be approved as distributed. Passed unanimously.

8 Braille Formats Technical Committee ..... Lynnette Taylor

8.1 Report and Board Charges

FM D'Andrea read the report, which is on file. There was some confusion as to which rule changes need board approval since they were not attached to the official BF committee report. Also, it wasn't clear how some of the charges were "done" as there was no background associated with those charges listed as to how they were completed. Many of these items have not gone to the technical committees or been seen by the board. We need to discover what happened to these completed charges.

We discussed the charge concerning "letters standing for words", clarifying for ourselves that it was made in reference to those words like "reference" and "appendix"

for which single letters are used to label them in a page number. This concept needs to be very clear in the wording of the rule with examples to clarify what is intended.

MSC Jennifer Dunnam moved to reappoint the following members:

Lynnette Taylor, Chair (4-year term)
Deborah Brown (2-year term)
Debbie Gillespie (2-year term)
Dena Garrett (2-year term)
Mary Czepyha, Consultant (1-year term)
Passed unanimously.

9 Computer Braille Code Technical Committee..... Betty Teachman

9.1 Report and Board Charges

May Davis read the report, which is on file. There remains some uncertainty regarding the status of charge 8 on screen shots. May and Kim will work to get this sorted out.

MSC FM D'Andrea moved to appoint Melissa Hirshson as the chair of the Computer Braille Technical Committee for a four-year term. Passed unanimously.

MSC FM D'Andrea moved to Appoint Sandra Ruconich and Betty Teachman as members, each for a two-year term. Passed unanimously.

10 Ad Hoc Committee on Early Literacy Materials Production.....Betsy Burnham

10.1 Report and Board Charges

Betsy Burnham read the report, which is on file. Many issues continue in the area of early literacy, so this committee may need to continue longer beyond what its original charge indicates. There was discussion about the use of print page indicators in early literacy materials; there is a move toward always using them in transcription of most types of material in general - braille is a transcription of print. Some feel it is one page of braille to one page of print.

The Promising Practices will be on the BANA web site - it still needs to be approved by BANA but is still in process. It should be included in *Braille Formats*, but needs to be a section of its own. The current document is not ready for the approval process.
The math formatting should be part of the document but could take a couple more years to develop. It was suggested to remove charge 2 from this committee as it is redundant.

We will be working on mentorship of someone else to lead the committee because Betsy is a BANA board member in addition to being the current ELMP chair. The committee will remain ad hoc for a while longer, with the idea of creating a standing

committee in the future to continue the development of early literacy materials production recommendations.

MSC Jennifer Dunnam moved to reappoint Betsy Burnham as chair of the Early Literacy Materials Production Committee, and to reorganize the committee as follows:

Betsy Burnham, Chair
Susan Christensen
Edie Mourre
Ann Kelt
Ann McCuspie
Warren Figueiredo
Passed unanimously.

MSC Betsy Burnham moved to charge the ELMP committee to work with the mathematics committee on the development of guidelines for the formatting of transcriptions of k-3 math materials. Passed unanimously.

It is clear that this will become part of *Formats* and that transcribers/readers will be referred to the Nemeth code for transcription of math.

11 Ad Hoc Foreign Language Committee.....Ann Kelt

MSC Diane Wormsley moved that BANA appoint Lisa Merriam to the BANA Foreign Language Technical Committee. E-mail vote to end on Monday, June 26, 2006 at noon EDT. Passed unanimously.

MSC Eileen Curran moved that the Foreign Language committee be charged to complete the Manual for Foreign Language Transcribing, including the inclusion of examples and the revision of rules. This charge will replace the charge from 5/11/2003. E-mail vote to end on September 18, 2006 - 5:00 PM EDT. Passed unanimously.

11.1 Report and Board Charges

The report was read by Eileen Curran and is on file.
There was discussion about getting the BANA-Foreign list fully operational so that everyone can be using it, i.e., add Lisa Merriam to the list and add Jill Cooter's correct e-mail address.

This committee needs assistance with getting the materials ready for review, i.e., getting the braille files produced, and bringing all the print examples into one booklet. Warren Figueiredo will provide direct production assistance in his capacity as BANA administrative assistant. Susan Christensen, chair of the Publications Committee, can also be contacted with questions.

12 Literary Technical Committee .....Martha Pamperin

12.1 Report and Board Charges

Darleen Bogart read the report, which is on file. Charge 7 includes a capitalized phrase, American Literary Braille. Judy suggested keeping it in mind for a potential title for the code instead of EBAE. Darleen indicated that the capitalization was not really intended to be used as a title in the report.

The board discussed the first attachment on the crosshatch. The committee's mind changed significantly on this issue since the spring, when they were supporting the dot-4 number sign for the crosshatch. It was pointed out that BANA may wish to think about changing the terminology in the Nemeth Code surrounding mixed fractions - the dots 456 1456 is a symbol representing the "fractional portion of a mixed number".

There were no comments from technical committees about the crosshatch.

MSC Mary Archer moved that we accept the committee's recommendation for the crosshatch symbol, dots 456, 1456. Passed unanimously.

The next topic was the resolution concerning using the UEB as the symbol set when making assignments for EBAE. It was pointed out that the narrative in attachment 2 is very effective at illustrating the complexities surrounding braille code development. It was suggested that BANA ask Martha to rework some of this material with an introduction and a conclusion so that it could be used in publications in the future to explain the problems facing BANA with code development.

GC Regarding the committee's resolution to use UEB in literary materials:

"The ever-increasing pressure to provide accurate, unambiguous and timely braille transcription/translation of print materials demands major changes in EBAE. Accordingly, the Literary Technical Committee has endeavored over many years to adjust and correct the existing braille code while bringing EBAE and Braille Formats into conformity. This has become a never-ending project. UEB provides an effective means of meeting this need sooner rather than in an indeterminate future. The BANA Literary Technical Committee therefore recommends that in the assignment of symbols for EBAE, the selection be made from the UEB symbol set, and that, where changes in that set seem advisable, those changes be sought from the ICEB committee. We further recommend an evolutionary approach towards full acceptance of UEB for literary purposes."

The BANA board understands well the frustration of the committee and appreciates the steps they have taken in trying to identify new symbols and to minimize conflict, as was exemplified by the selection of the crosshatch symbol. However, we feel that adhering to charge 6 "The Literary Committee chair

observe UEB and be aware of British braille, especially recent and ongoing developments, so that changes proposed to not add to the difficulties readers who use more than one literary code might have." -- is still the best way for the literary committee to proceed for the future. The board discussed the resolution extensively and the consensus from the discussion was that BANA has indicated to all of its stakeholders that it will not be adopting UEB for the foreseeable future, and that it will continue to observe UEB activities in other countries. Given the solid opposition to UEB in the United States, BANA does not feel that proposing any form of consideration or adoption of UEB is exhibiting good faith to our constituent groups who have expressed their concerns.

We paused deliberation on the Literary Committee Report, to resume with it the following day.

14 Music Technical Committee ..... Lawrence Smith

14.1 Report and Board Charges

Jennifer Dunnam read the report, which is on file. We notice that all committee members' terms end in 2006 except one. Kim will try again to find out from her WBU contacts what has happened with the Zurich conference notes. She will communicate with Larry Smith on this topic.

MSC Jennifer Dunnam moved to reappoint Lawrence Smith the chair of the Music committee for a 4-year term. Passed unanimously.

MSC Darleen Bogart moved that we reappoint Karen Auckenthaler for a one-year term (to even out the term lengths), Beverly McKenney and Harvey Miller for two-year terms, and Karen Gearreald as the consultant for a one-year term. Passed unanimously.

Judy noted that the committee has been very helpful to NLS in producing the De Garmo book; Beverly McKenney did the braille formatting for the seven-volume braille version.

15 Refreshable Braille Technical Committee ..... Caryn Navy

15.1 Report and Board Charges

Judy Dixon read the report, which is on file. The board discussed the concept of having an open forum topic on refreshable braille - with consideration of how the different refreshable braille displays provide formatting information.

MSC Darleen Bogart moved that we appoint the following to the Refreshable Braille Technical Committee: Graham Stoodley for a one-year term, Mary Beth

Metzger for a two-year term, and Sharon Monthei for a 2-year term. Passed unanimously.

MSC Judy Dixon moved that we charge the Refreshable Braille Technical Committee with making revisions to the 1987 Provisional Guidelines and creating some sample documents to be disseminated through appropriate institutions and their web sites. Passed unanimously.

Meeting adjourned at 3:15 PM.

The Saturday, October 21 Meeting was called to order at 9:15 a.m.

Observers:
Carl Schmitt
Meryl Schecter
Debbie Brown.

12 Literary Committee (continued) .....Martha Pamperin

The meeting resumed with discussion of the literary report. Out of the discussion on changing the dollar sign came a recommendation that the research committee could be charged with developing a formalized approach to trying out these changes - the systematic way, perhaps consisting of several options. Discussion occurred about the criteria on which we base our decisions. Field testing is something we have always wanted to do, but there has not been funding to do it. For example, whether or not to use the "en" in "denudate" is a very different kind of decision from the dot-4 s in dollar sign. When asking for input on this type of decision, The question is not "Is the dot-4 s better or the dot-4 D?" It is "we are considering the dot-4 s, is this acceptable?"

We need a mechanism for collecting the information, with different options depending on the types of information we are trying to collect, all so that decisions are not based on personal opinions but on documented research. There remains the concern of what criteria we use to make our decision - we now use our backgrounds and experience. Board members are charged to get information from the people in our organizations, but there is no documentation of it. We cannot set the criteria now, but get some findings. There were criteria developed in the 1990's by ICEB as to what braille was to look like in the unification, that Eileen will find and share with us. The hope is to have recommendations from the research committee by the time of the spring meeting. It is a strategic planning issue.

MSC Diane Wormsley moved to charge the Research Committee with developing a formalized set of procedures for soliciting input from braille users and other constituents when new rules or symbols are proposed. The recommendations for these procedures will be developed by the Braille Research Committee and presented at the Spring 2007 BANA meeting. Passed unanimously.

Darleen will convey to the Literary Committee that we will do more research in the area of the dollar sign, and group the pounds sterling sign with it.

Attachment 6 Summary of Comments to Proposed Changes Rule by Rule:

GC The board approved the committee moving forward with Number One removing the slash and line sign from Rule I symbols list.

GC The board approved the committee request for Number Two recommending to follow print for the use of the apostrophe. This change along with the new letter sign rule requires that the Braille Formats Committee make the required change in Braille Formats.

GC The board supported the committee ruling for Number Three to recommend following print and use the letter sign for the transcription of the expression hm.

GC The board approved the committee request for Number Four recommending that new sections 4a through 4c in EBAE describe the exception to existing rule so that the final s or d following a capitalized sequence is presumed to be lower case. Should use a capital sign if this is not the case.

Rule II

GC The board approve the addition of the transcriber's note symbol to the symbols list.

GC The board approved the committee request for Number Two recommending the use of the termination sign to end the effect of an emphasis indicator.

GC The board approved the committee request for Number Three recommending a rule regarding placement of termination sign relative to the hyphen..

GC The board approved the committee request for Number Four recommending that whole word lower signs in contact with a transcriber's note symbol be allowed.

GC The Braille Formats Committee is charged to review the literary report and make the necessary changes to Braille Formats requested by the literary committee and approved by the BANA board. Changes included Rule I #2 and Rule II #4 about lower cell contractions in contact with transcriber's note symbol.

GC The board approved the committee request for Number Five recommending Support for an earlier letter sign rule requiring the letter sign for only lower case a-j immediately following a number.

Rule VI: the slash needing to terminate the effect of the number sign.
The board discussed and is not in favor of this change because of the need to define how a date would be written. It makes a date too lengthy.

MSC Judy Dixon moved that the recommendation for rule changes to VI be sent back to committee for their consideration of the concept of allowing the single cell slash within any string that includes only numbers. Passed unanimously.

MSC Judy Dixon moved that the recommendations for changes to rule vii be referred back to committee, and that the committee be asked to re-open discussion about short-form words next to slashes. Passed unanimously.

GC The board supports the committee's decision on the compromise for continuing to insert hyphens in dates for representing characters that are not slashes.

Rule VIII
GC The board approved the committee request for Number One recommending the change in Braille Formats for the at sign , and crosshatch.

GC The board approved the committee request for Number Two recommending the integration of additional examples for the proposed new copyright symbols.

The board requested that all committees include the rule wording in their report, in addition to sending them prior to the report due date. In the case of the Literary Committee, it was our mistake for not including them as a part of the board materials.

MSC Mary Archer moved that we appoint to the literary committee the following members:

Anna Lee Braunstein (1-year term, to even out the term lengths)
Nancy Barker (2-year term)
Joe Sullivan (2-year term)
Tom Keith, consultant (1-year term)
Passed Unanimously.

13 Mathematics Technical Committee ..... Betsy McBride

13.1 Report and Board Charges

The report was read by Mary Archer and is on file.

MSC (See: ELMP committee report (item 10.1) for cross reference). Betsy Burnham moved to charge the ELMP committee to work with the mathematics

committee on formulating guidelines for the formatting of transcriptions of k-3 math materials. Passed unanimously.

The board would like to see the final copies of the approved Nemeth errata.

MSC Mary Archer moved that Allison O'Day be appointed for a 2-year term; Susan Osterhaus for a 2-year term; Joanne Baldwin for a 1-year term as a consultant; and Mary Denault as a second consultant for a 1-year term. Passed unanimously.

16 Tactile Graphics Technical Committee ..... Lucia Hasty

16.1 Report and Board Charges

Jennifer Dunnam read the report and it is on file.

MSC Mary Archer moved that BANA approve the request for funds (estimated at $1651) for Lucia Hasty for the Tactile Graphics Committee for a face-to-face meeting in St. Paul, Minnesota, August 13-18, 2006. E-mail vote to end on Friday, August 18, 2006 at 5:00 PM EDT. Passed. Voting Yes after the deadline: Sue Reilly

GC Agreement by e-mail to allow a presentation at the CTEVH conference.

Their budget request was put under publications, as we did for the foreign language committee.

MSC Pam Boss moved to reappoint Constance Craig for a 2-year term, Diane Spence for a 2-year term, and Susan Osterhaus for 1-year as consultant. Passed unanimously.

MSC Jennifer Dunnam moved to reappoint Lucia Hasty for a four-year term as chair. Passed unanimously.

Mary Archer noted that Minnesota State Services for the Blind would host a face-to-face meeting again if that should be needed.

Diane and Lucia are doing grant proposals for educational curriculum in math and science tactile graphics, and requested that BANA write a letter of support. BANA is pleased to support such proposed projects, but we must have lead time to get approval from the board.

In-kind contributions from agencies are accepted. The contributions were received for the draft copies. Organizations should be reminded that assistance is still needed.

The tactile graphics examples will be a supplemental volume instead of integrated into the final guidelines document.

17 Nominating Committee.....Darleen Bogart

Darleen read the report, which is on file.

18 Election of Officers.....Darleen Bogart

The following individuals were elected by unanimous ballot: Judith Dixon, Chair; Eileen Curran, Vice Chair; Jennifer Dunnam, Secretary; Mary Archer, Treasurer.

19 By-laws Committee .....Judy Dixon

19.1 Report and Board Charges

Judy Dixon reported that the bylaws committee met on Thursday October 19. They discussed some little things needing to be fixed, such as the description of the publications committee. One observant committee member noticed that the purpose in the bylaws did not adequately describe the organization. Prior to the next BANA meeting, the committee will be distributing some updates for adoption at the spring 2007 meeting.

20 Education and Outreach Committee ..... Eileen Curran

There was an open forum on Thursday night that evoked very good discussion. There was a discussion earlier in the meeting about having another open forum, including the topic of refreshable braille issues for the open forums at the consumer conventions. Any forums to be held at ACB and NFB need to be coordinated through the committee.

Eileen will set up a conference call for the committee to discuss open forums. She very much appreciates the discussions that have taken place at the open forums.

There is an open forum scheduled for CTEVH, which will be conducted by several of the committee chairs, not by the education and outreach committee. It is to disseminate information about what has been done and what is being worked on by BANA technical committees.

Eileen suggested that at the NFB and ACB conventions next summer there be a dissemination of information about the newly released items, answer questions about those etc. If we want to do something with refreshable braille, the representatives for ACB and NFB need to talk to their respective computer groups, get the word out soon so they can get on the agenda.

There was discussion about putting the forums on podcasts. We could have a link to the accompanying files, as well as the podcast. The committee will investigate this issue.

Eileen and Judy will put in a proposal for the getting in touch with literacy conference in Florida in December 2007. It will focus on dissemination of information about code changes that affect teachers and their students. Also Betsy will put in a GITWL proposal for BANA for the promising practices document, to get the word out to teachers about the reference pages etc. The deadline is November, 2006.

The committee will discuss the practical issues surrounding whether all board members should attend the forums or not.

Discussion next turned to the list of policy/position papers on which the outreach and education committee is working.

braille production as a career: Sue
paperless braille: Jennifer.
eight-dot braille: Judy
labeling and marking: Judy/Kim
statistics: Judy.
braille reading speed: FM
braille as a language: Diane/Kim

Kim will send the corrected "Braille/braille" statement to Warren, and then it will be ready for a press release.

Darleen read the report on braille unification. The web site listed needs to be corrected - it should be "www.brailleauthority.org"."Recognition of capitals" should be changed to "representation of capitals". After "Uniform type committee" add "now known as Braille Authority of the United Kingdom". The third sentence on the BANA purpose should be shortened to get rid of redundancies etc. "Encompass" should be changed to "encompasses". The board will vote on this online once we have seen the revisions and edits.

Judy read the position paper on use of the slate and stylus. Check it for lowercase b in braille.

"Slate in stylus" change to "slate and stylus" Take the reference to the braillewriter out of the paragraph about the competency test.
We will put out a press release for each of these position papers when they are finalized and voted upon.

Pam Boss mentioned that she was digitally recording the meeting except for items requested not to be recorded. The board needs to pay attention to issues and times when discussion should remain confidential.

21 Publications Committee ..... Susan Christensen

MSC Jennifer Dunnam moved that Sandy Smith be appointed to the publications committee. E-mail vote to end on August 25, 2006 at noon EDT. Passed Unanimously.

MSC Mary Archer moved that BANA give Duxbury (and Bob Stepp, Braille 2000) permission to distribute the braille-ready files of BANA code books as long as they include the following statement: Copyright by the Braille Authority of North America. These materials may be duplicated but not altered." E-mail vote to end on August 8, 2006 at 5:00 PM EDT. Passed unanimously.

21.1 Report and Board Charges

Judy Dixon read the report of the committee, and it is on file.

Judy had agreed last spring to see if NLS could get the Nemeth code scanned. They got estimates, and got bids from braille producers. The bids were wildly divergent. NLS has agreed to fund this project. A couple of projects like this are being folded into the new Braille development project, and she is hoping that the new contractor will organize these projects.

gh braille's funding ended and they did not get their online Nemeth code project done completely - we were hoping they would be able to get it done. The committee will check on how much of the project was completed.

BANA should register its domain name for up to nine years. Sue will look into the cost of forwarding "www.brailleauthorityofnorthamerica.org" to www.brailleauthority.org", so that visitors who type in either address will reach the same site.

We looked at the print example provided by the Publications Committee and provided feedback. Comments about the format were very positive: Easily readable; liked the examples in the boxes so they stood out better; appreciated not so much use of indenting.

Anticipated publication expenses for the Foreign Language Committee and the Tactile Graphics Committee were put into the Publications Committee budget.

22 BANA Braille Research Committee ..... Diane Wormsley

22.1 Report and Board Charges

Diane Wormsley read the report, which is on file. The appointment of Robin Wetzel to the committee is still pending.

MSC Diane Wormsley moved that we charge the research committee with developing a formalized set of procedures for soliciting input from braille users and other constituents when new rules or symbols are proposed. The

recommendations for these procedures will be developed by the braille research committee and presented at the Spring 2007 BANA meeting. Passed unanimously.

The research proposal from Cheryl Hannan has not even been seen yet by the whole committee; the committee will peruse it and then send it to the board. There has been no feedback on the list of research questions, which have been circulated to ncsvr, listserv, on the website, etc.

23 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines ..... Kim Charlson

The committee has not been appointed yet. Everyone is urged to send Kim recommendations for individuals to appoint. To be developed is a short, simple document about formatting, punctuation, use of letter signs, etc.

24 Ad Hoc Committee on Hobbies and Crafts Braille Transcription Guidelines ..... Kim Charlson

MSC Eileen Curran moved that we appoint the following individuals to serve on the BANA Craft & Hobby Technical Committee:
Marcy Ponzio, Chair (4 year term)
Lorraine Banks (1 year term)
Gilbert Busch (1 year term)
Melissa Hirshson (2 year term)
Yvette Pourcian, Consultant (1 year term)
Gayle Snider (2 year term)

E-mail vote to end on Wednesday, October 18, 2006 at 5:00 PM EDT
Passed with everyone voting except Sue Reilly
The listserv will be called BANA-HOBBIES.

25 BANA Membership Committee ..... Kim Charlson

MSC Diane Wormsley moved that the BANA Chair appoint the following individuals to serve on the BANA Membership Committee: Mary Archer, Sue Reilly, Darleen Bogart, Eileen Curran, and Judy Dixon in order to review the application from the Educational and Translation Center of Puerto Rico, Inc. E-mail vote to end on Tuesday, June 13, 2006 at noon EDT. Passed with everyone voting except May Davis.

25.1 Puerto Rico Application for Membership to BANA

The committee met by conference call in early September and discussed the application. They came to a decision that the application should not be forwarded on to the board for approval because Puerto Rico deals primarily with Spanish braille, not fitting well with the purpose and focus of BANA on English braille. There had in the past been interest

from Quebec, but their application was also rejected because BANA does not have expertise in French braille. Kim sent a letter to Puerto Rico explaining the BANA Membership Committee decision.

26 Strategic Planning ..... Kim Charlson

No report, but there was good discussion about strategic planning. It was suggested that the strategic planning committee meeting be scheduled sometime before the spring meeting, 3:00. Suggested to review a framework for strategic planning. Some frameworks lend themselves better to some organizations than others. Donna McNear who was the AER representative before Alan Koenig, had done a framework for us years ago. Members will check their files for it - Also Mary Lou may have the document. If the file is not found, then FM will outline for us possible processes.

27 Secretary's Report ..... Jennifer Dunnam

27.1 Minutes - Spring 2006: Jennifer Dunnam

MSC Jennifer Dunnam moved that the minutes from the Spring 2006 BANA meeting be approved with any needed corrections. E-mail vote to end on Monday, July 3, 2006 at noon EDT. ,Passed, with Eileen Curran abstaining and Betsy Burnham, Sue Reilly, FM D'Andrea not voting.

27.2 Certificates of Appreciation ..... Kim Charlson

Carol Morrison, Therese McCabe, and Olivia Chavez have been recognized with certificates and letters in appropriate formats.

27.3 Directory Update ..... Warren Figueiredo

Any needed updates should be sent to Warren for incorporation into the next directory release.

27.4 BANA Exhibit ..... Kim Charlson

There is disintegration of the internal padding of the trunk. Warren and Kim will get some pricing on manufacturing a whole new trunk. Kim is waiting to hear from Warren with the dimensions etc.
Sue suggests the addition of a banner that is vertical to stand out more in an exhibit hall. Members are urged to consider who we might approach to fund a banner, which needs to be big enough not to be on the table and to stand out and be visible.

27.5 Stationery ..... Jennifer Dunnam

The template will need to be updated, and new stationery printed because we have a new chair. Her legal name is Judith M. Dixon for purposes of updating the stationery.

BANA mail cannot be received at NLS because the irradiation does too much damage to paper mail. There is no post office box nearby. The dilemma is what to put on the letterhead for the address. Judy will endeavor to resolve the problem and communicate the outcome to the board and to Warren for redesign of the stationery.

27.6 BANA's Listservs: Kim Charlson

Board members were encouraged to look over the lists. Listserv management is a job of Kim as ACB's representative, not in her capacity as BANA Chair.

Meeting adjourned at 4:40 PM.

The Sunday, October 22 meeting was called to order at 9:00. No observers present.

28 Treasurer's Report ..... Sue Reilly

28.1 2006 Financial Statement Year-to-date

Sue read the financial report which is on file.

In 2007 the dues go up to $875 for full members and $450 for associates; we should remind our organizations of this.

The line item in the budget for the new members orientation packet will be removed since it is distributed electronically. The web site may include a Members section so that we can quickly access confidential documents. The financial review is done every year, and it is currently done at no charge but we keep $400 in the budget for it just in case. We budget $50 for the treasurer line for check printing etc. This is different from service fees, which go under bank charges.

Mary Archer, the new treasurer, will identify a national bank, with branches around the country, and online banking capability, but it should be a bricks and mortar bank. The best idea might be to have a money market with a companion checking account. Mary will open the new bank account after the first of the year.

MSC Diane Wormsley moved that we approve the treasurer's report and accept the budget. Passed unanimously.

Kim thanked Sue Reilly for her years of service as treasurer.

29 BANA Historian ..... Eileen Curran

The establishment of BANA was 30 years ago. Perhaps a special press release with some of the highlights of completing 30 years could be distributed.

Diane says that for the ABC research project they use a blackboard web site, and that she could get something similar set up at North Carolina Central if we wanted, for the interim until the members only section of the BANA web site is operational.

GC We will start using the blackboard site suggested by Diane as a pilot with the research committee. She will set up a web site for the research committee, call it BANA, put everyone from the BANA board on there as an instructor, meaning BANA board members can access everything on the site.

Eileen, Kim, Judy, Darleen, FM, and Jennifer will be an "archival planning committee" and will work on target documents for archiving electronically, starting with minutes.

30 Press Release.....Mary Archer

30.1 Fall 2006

It was explained that press releases are traditionally assigned to the vice chair, as written in the position description. Items to be included in the fall press release: elections, the forum, the new committee chairs, our thirtieth year. Two press releases before the end of the year will be the fall meeting release, and then a release about the hobbies committee. We will put out one on the "Braille or braille" also. There was some discussion of "tag lines"; this could be part of strategic planning.

31 UEB Update.....Darleen Bogart

The short form issue has not been solved yet; awaiting another motion to do so. What will be presented is similar to the last motion to recognize the 75 short form words (O'Clock) is dropped). There is a big problem with proper names; the British use short-forms liberally in proper names but the BANA countries do not. The pronunciation issue makes it more difficult. Some countries like the restrictions on use of short-forms in proper names, but others do not. The Australians are the most unhappy with the present rule; the children there who learn braille are marked on their ability to write braille; if there are too many short form rules that it would be too difficult for them. She hopes there will be input from the U.S. on the debate.

The math guidelines have been sent out to the list; any who do not have them should let Darleen know so we can provide feedback on them. The rules committee is functioning but very slowly; they are pleased to have Brooke Sexton from the United States on the committee.

The contractions committee will probably have to be re-activated again; clarifications and questions continue to come up. Darleen will send the IPA document to BANA-l. Warren is making braille copies of it, so individuals should let Warren know if they need one.

The next general assembly will be in Melbourne, Australia in 2008. the dates are to be announced.

32 International Braille Organizations

32.1 ICEB Executive Meeting April 5-8 2006, Worcester, South Africa .....Kim Charlson and Eileen Curran

Kim and Eileen reported on the meeting, indicating that representation from all of the member countries was present, along with many observers. Antonnette Botha and Reinette Popplestone did a wonderful job of coordinating the meeting. There was a preliminary meeting of the Braille South Africa board, and then the ICEB meeting Wednesday, Thursday, and Friday of that week. The biggest topic was UEB; four of the seven countries have now adopted or are implementing UEB: Australia, New Zealand, Nigeria, and South Africa. Canada and the UK are working on UEB consultation with constituents. Kim and Eileen expressed to those assembled at the meeting that there is no way of moving forward with UEB in the U.S. at this time. The UK says it will be a very slow process. BAUK has not adopted UEB; the RNIB has issued a policy statement and is starting implementation; RNIB is the major producer of braille. BAUK will be dealing with it sometime, but we have not heard any specifics on how - will there be a UEB and BAUK version of everything RNIB produces. BAUK his doing UEB information sessions and packets etc. to reach the constituents to get feedback.

As the U.S. representative on ICEB, Eileen will keep us informed about the progress of implementation in the various countries.

Australia is starting students on learning, and teaching people using a transcriber manual etc. New Zealand is working on an implementation plan which will be made available when complete. In South Africa, their braille authority is also responsible for braille education. They have moved back their starting date one year, realizing it is taking longer to do everything. They are almost done with the instructional manual. The beginning of the next school year is when their training will start. 2008 is the goal for starting the instruction for the first three years of school. Nigeria has not started anything due to lack of resources to initiate, but they will use others' training materials once developed.

Canada has finally received a federal grant of $191,000 dollars to help move the process along. The grant is for preparation of training materials, information sessions across the country, and a research project identifying some competent technical braille users who use braille in their work or study, to teach them UEB and have them evaluate UEB for technical purposes. The grant is for two years. These will be people currently using Nemeth and CBC. Debbie Sitar is coordinating the project. Canada's instruction manual is nearly complete except for the need to make some contraction changes. They will also be responding to the IPA and math guidelines.

There is another research project getting underway now, a profile of braille students across the country in the school system. Ann McCuspie and Cay Holbrook are doing that research. They have the instrument ready and will be soliciting input from all the teachers. Darleen will have a copy of the instrument by the end of next week. It is a CBA project funded by the Canadian Braille Literacy Foundation.

Canadian Association of Educational Resource centers for alternate format materials (CAER) - that is, all of the resource centers for the provinces - have commissioned a literature review. They included a number of articles: the article that Alan Koenig and Darleen Bogart published in JVIB about the evaluation done in 1997; the Gerber report that CBA did on focus groups; and the Knowlton and Wetzel BANA study; Bill Jolley's article in JVIB; another one in RE:View from Bernard Steinman and others. some pieces that Abraham Nemeth had written in various publications; things from Winifred Downing; material from the ICEB web site; and Susan Jolley's web site. They did the review and put out some questions; they had a working librarian do the literature search. It has just been released, and Darleen will likely be making some response to it.

32.2 IPA and UEB Linguistics Update: Darleen Bogart

Darleen urged all board members to give feedback on the IPA document as it is something BANA will be considering for adoption. The formats committee was impressed with it as a document and glad for the involvement from a U.S. linguist, Robert Englebretson; they have identified a few changes to make it work for being used in place of what is in the *Formats* book now. This was developed by a UEB committee, but the ICEB decided it is not a UEB document but rather an ICEB document - not based on the principles of UEB. The UEB linguistics committee is considering whether they want to have an "enter IPA" symbol as dots 346, and a space for terminating it. The linguistics committee still has some symbol assignments to make, and also are working on phonetic script and code switches.

Discussion returned to the ICEB meeting. A "to-do" list came out with items such as:

Kim to request BANA formats committee members become involved with UEB formats working group.

Bill Jolley to confirm that Judy Dixon will be the chair of the 8-dot committee; this has been a very long time coming and has not happened yet.

Eileen is the treasurer of ICEB and was to send "Promising Practices" to all members of ICEB executive. Eileen, as chair of development of UEB training materials, to get more members on the committee and develop the charge to be sent for approval by the executive committee. There is no chair for the research committee yet, and those present were all asked to look for one.

Kim Charlson and Peter Osborne to work together on getting a music coordinating committee. Peter Osborn to circulate the RNIB policy statement, which was done.

32.3 World Braille Council ..... Darleen Bogart

There are three members; Aubrey Webson, Darleen Bogart, and Peter Osborne from the United Kingdom. Aubrey attended the ICEB executive meeting. He is trying to get members on the committee from the rest of the world, and will ask for the assistance of the WBU president. He is hoping to have a world braille forum in 2008, perhaps in conjunction with the ICEB meeting. He is still working on getting up a braille blog for the WBC; the bicentennial of the birth of Braille in 2009 is being planned for. The WBC does not have the resources to mount anything but will work with WBU. WBU will work with French braille organizations as well as France itself to do something special around Louis Braille's birthplace. There is limited funding for the Coupvray museum; Kim urges organizations to consider making donations; there is no government support for it.

32.4 WBU North American/Caribbean Region: Kim Charlson
Their next meeting will be held in early December at Perkins. The current chair of the North American region, Penny Hartin, has taken a job elsewhere so there will be an election for a new chair.

32.5 French Unification ..... Darleen Bogart

The number sign is now part of the official code. The Canadians and the French still have not resolved the numbers issue between Nemeth, Louis Braille, and Antoine numbers.

33 Unfinished Business

33.1 AFB Solutions Forum ..... Frances Mary D'Andrea

FM has not been able to attend meetings for the last year. One of the changes in the reauthorization of IDEIA is that NIMAS and NIMAC are written into the law. There was a workshop of the National Association of State Directors of Special Education, about the changes. One presenter cautioned people that this obscure-sounding addition to the act will have actually a very large impact on students - people should be cognizant of how much impact this change will have on all kinds of special education students besides blind/visually impaired.

David Schleppenbach from gh braille spoke well about the fact that a considerable amount of conversion must happen to a NIMAS file before it is even ready to give to a transcriber; the files are huge; the whole books are in one file, which most transcribers do not have the ability to handle; both TechAdapt and gh have written conversion programs and are contracting out to convert the files. APH is not going to take on any of the conversion - they are simply the collection point for all of the files. There is a problem for APH because the files are to be distributed to more than just blind/visually

impaired students, which is out of the scope of their mandate from the government. Susan Christensen is a member of the NIMAC steering committee and is doing a good job of advocating on braille-related issues.

It was felt that BANA needs to be more involved in this whole issue as an organization. Judy should be a part of the solutions forum's activities. Kim will request that Judy be added as BANA's official representative to the Solutions Forum.

The DAISY consortium has also formed a committee on braille in DAISY, and Judy is serving on the committee. It was raised that computability is sometimes a factor that can slow down production. However, there is rationale including many more variables besides computability.

33.2 ACB NUBS Resolution ..... Kim Charlson

When the resolution supporting the Nemeth Uniform Braille System (NUBS) was put forth at the ACB convention this past summer, both Judy and Kim spoke at the Braille Revival League meeting and asked what people know about NUBS; the majority of people in the Braille Revival League had never even seen it. The resolution failed to be approved by the BRL and was carried forward by the ACB Resolutions Committee to full convention. Kim spoke concerning it on the convention floor, outlining that BANA was awaiting the code completion, that the code would be made available to the BANA board when complete, and that it seemed premature to adopt a code that no one had seen. the resolution was voted down. Winifred Downing was not at the convention but based on what she was told thirdhand, wrote an open letter expressing her disappointment to Kim, to which Kim responded in writing.

NUBS may well at this time be fairly complete now, but that is not clear. The scope of NBA's support is only to provide a place and resources for work to continue on the code. Mary will keep BANA informed as much as possible of developments. There is a link on the NBA web site. Kim will contact Joyce Hull again by letter requesting the status of NUBS.

Kim will also get copies of instructional materials on NUBS that have been produced; May will ensure they get distributed to the board. Kim will ask Joyce to provide her instructional materials as well. The BANA board will look at the website again to see what has been done.

34 New Business

35 Around The Table ..... All BANA Representatives

As time ran short, people were encouraged to share information from their agencies on BANA-L as appropriate.

36 Future BANA Meetings ..... Kim Charlson

Spring 2007 - APH

The dates of the spring meeting in Louisville are Thursday April 12 thru Sunday April 15. On Friday we will meet at APH. Betsy suggests that the APH forum be held in the afternoon on Thursday and the strategic meeting at night. The forum would need to start at 2:00 or 2:30 so as to encourage participation by APH staff. We could start the strategic meeting at 4:30 to 7:30 or so. Jane Thompson will be the one making all the arrangements for APH.

Fall 2007: ASB

We will be able to meet at ASB; dates are November 15-18. Open forum should be able to be arranged at ASB on Thursday evening.

Spring 2008 - AER

In spring 2008 we should be aware of the ICEB dates so as not to conflict our meeting with them.

Fall 2008 - NBP
Spring 2009 - CTEVH
Fall 2009 - AFB
Spring 2010 - ACB
Fall 2010 - CNIB
Spring 2011 - CCBVI
Fall 2011 - NBA
Spring 2012 - NFB
Fall 2012 – BIA
Spring 2013 -- NLS

BANA may wish to consider the idea of giving awards. Award activities will go under the auspices of strategic planning.

On behalf of BANA Darleen thanked Kim for the excellent job she has done as chair.

37 Adjournment ..... Kim Charlson

The meeting was adjourned at 12:25 PM.

Submitted By
Jennifer Dunnam
Secretary